



**WARREN COUNTY COMMISSIONERS  
WARREN COUNTY COUNCIL**

**125 N. MONROE  
WILLIAMSPORT, INDIANA 47993  
PHONE (765) 762-3275**

**RESOLUTION ADOPTING THE NOTICE PROVISIONS OF THE  
AMERICANS WITH DISABILITIES ACT IN THE COUNTY OF  
WARREN, INDIANA**

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DISABILITIES ACT IN THE COUNTY OF WARREN, INDIANA**

WHEREAS, the County of Warren, Indiana receives federal funds for projects; and

WHEREAS, the receipt of such funds requires compliance with federal laws and policies; and

WHEREAS, it is the wish of the U.S. Equal Employment Opportunity Commission that municipal entities such as Warren county, Indiana formally enact and adopt policies and procedures demonstrating compliance with the Americans With Disabilities Act (ADA); and

WHEREAS, the County of Warren, Indiana, by its Commissioners and County Council wishes to formally adopt and implement the following policy and procedure for the benefit of all Warren County, Indiana citizens; and

NOW, THEREFORE, BE IT RESOLVED, by the Warren County Commissioners and Warren County Council that the following declaration become a written policy of the County of Warren, Indiana and be posted in all municipal buildings upon passage.

**NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)**

The County of Warren, Indiana adopts the 2010 Americans with Disabilities Act Standards for Accessible Design and the 2005 Guidelines for Accessible Public Rights. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the County of Warren, Indiana will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

The County of Warren, Indiana does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

The County of Warren, Indiana will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the County of Warren, Indiana's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

The County of Warren, Indiana will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Warren county offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Warren County should contact the ADA Coordinator at the Warren County Courthouse, 765-762-7232, as soon as possible but not later than 48 hours before the scheduled event.

The ADA does not require Warren County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity in Warren County, Indiana is not accessible to persons with disabilities should be directed to the ADA Coordinator at the Warren County Courthouse, 765-762-7232.

Warren County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**COUNTY OF WARREN, INDIANA  
GRIEVANCE PROCEDURE UNDER THE  
AMERICANS WITH DISABILITIES ACT**



This Grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Warren County, Indiana. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The procedure must be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provisions of services, activities, programs, or benefits provided by Warren County.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complaint and location, date, and description of the problem. Grievance Forms must be used to lodge a complaint (please make reference to Appendix A). Alternative means of filing complaints, such as personal interviews or recording of the complaint will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than one hundred eighty (180) calendar days after the alleged violation to:

**ADA Coordinator**

**125 N Monroe St**

**Williamsport, IN 47993**

Within 15 calendar days after receipt of the complaint, the ADA coordinator or designee will meet the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA coordinator or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Warren County and offer options for substantive resolution of the complaint.

If the response by the ADA coordinator or designee does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the ADA coordinator or designee. Within 15 calendar days after receipt of the appeal, the ADA coordinator or designee will

meet again with the complainant to discuss the appeal and possible resolutions. Within 15 calendar days after the meeting, the ADA coordinator or designee will respond in writing, and, where appropriate, in a format described above that is accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA coordinator or designee, appeals to the ADA coordinator or designee, and responses from the ADA office will be retained by Warren county for at least three years.

**RESOLVED** this 5<sup>th</sup> day of May, 2014

Thomas A. Hetrick  
Thomas A. Hetrick, President  
Warren County Commissioners

John Comer  
John Comer, President  
Warren County Council

**ATTEST:**

Michelle Hetrick  
Michelle Hetrick, Auditor  
Warren County, Indiana